

BOARD OF PUBLIC WORKS AND SAFETY
MINUTES
November 13, 2018

Regular Session:

The Board of Public Works and Safety met in regular session on Tuesday, November 13, 2018 at 9:00 a.m. in the Common Council Chambers. Members present were: Gary Henriott, Cindy Murray, Norm Childress and Amy Moulton. Absent: Ron Shriner

Jacque Chosnek, 1st Deputy City Attorney, was also present.

President Henriott called the meeting to order.

The Pledge of Allegiance was given to the flag of our Country.

MINUTES

Mr. Childress moved for approval of the minutes from the November 6, 2018 regular meeting. Mrs. Moulton seconded. Passed.

NEW BUSINESS

Engineering

Permission to Advertise-Fire Station #5 HVAC Project

Jeromy Grenard, Public Works Director, presented to the Board and recommended approval of a Permission to Advertise for the Fire Station #5 HVAC Project. The publications are set to run on November 16 & 23, 2018 with the bid opening on December 11, 2018. Mrs. Moulton moved for approval. Mrs. Murray seconded. Passed.

Change Order #1-2018 Curb and Ramp Replacement Project for Elliot Street

Mr. Grenard presented to the Board and recommended approval of Change Order #1 for the 2018 Curb and Ramp Replacement Project for Elliot Street. The change order includes added sidewalk for smooth transition to ramp. The change order is in the amount of \$683.12 which brings the received contract amount to \$95,128.62. Mrs. Murray moved for approval. Mrs. Moulton seconded. Passed.

Fire Department

Change Order #1-Lafayette Fire Department Storage Building

Fire Chief, Richard Doyle, presented to the Board and recommended approval of Change Order #1 for the Lafayette Fire Department Storage Building. The change order includes a change of scope for the base pad for the project. This portion of the project was going to be done in-house but with the timing of the season, the project will now be completed by the contractor. The change order is in the amount of \$15,920.00 which brings the revised contract to \$290,074.00. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Lafayette Housing Authority

Agreement between Lafayette Housing Consortium and New Chauncey Housing, Inc. 2017 Project #2-1227 Sinton

Valerie Oakley, Project Manager, presented to the Board and recommended approval of an Agreement between the Lafayette Housing Consortium and New Chauncey Housing, Inc. 2017 Project #2 Sinton. This agreement is for the second of two acquisition/rehab projects funded with 2017 HOME funds and provides \$75,000.00 from 2017 as well as \$10,000.00 from 2018 HOME funds for a total of \$85,000.00. Mr. Childress moved for approval. Mrs. Murray seconded. Passed.

Agreement between the Lafayette Housing Consortium and New Chauncey Housing, Inc. CHDO Operating Funds Agreement 2018-2019

Mrs. Oakley presented to the Board and recommended approval of an Agreement between the Lafayette Housing Consortium and New Chauncey Housing, Inc. CHDO Operating Funds Agreement 2018-2019. The agreement will allow New Chauncey Housing to receive operating funds through the HUD HOME program for planning and implementing housing project. The agreement is for Program Year 2018 award of \$21,309.00. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Purchasing

Declaration of Worthless Property-Water Works

Dave Payne, Purchasing Manager, presented to the Board and recommended approval of a Declaration of Worthless Property for Water Works that includes a 2004 Exmark Metro 21 Push Mower Model M216KASPC VIN:446523 City #5012 and a 2004 Exmark Metro 21 Push Mower MODEL M216KASPC VIN:445764 City #5013. These items will be scrapped. Mrs. Murray moved for approval. Mrs. Moulton seconded. Passed.

CLAIMS

Tim Clary, Deputy Controller, presented for Board approval, Claims in the amount of \$3,439,338.84. President Henriott asked if there were any further questions and there were none. Mr. Childress moved for approval. Mrs. Moulton seconded. Passed.

MISCELLANEOUS

Proclamation-National Hunger and Homelessness Awareness Week

Mayor Roswarski read the following proclamation:

A Resolution Proclaiming

National Hunger and Homelessness Awareness Week in Tippecanoe County 2018

WHEREAS, for many years the Homeless Prevention and Intervention Network has conducted activities to commemorate National Hunger and Homelessness Awareness Week sponsored by the National Coalition for the Homeless and National Student Campaign Against Hunger and Homelessness; and

WHEREAS, the purpose of this proclamation is to support the efforts of the Homeless Prevention and Intervention Network to educate the public about the many

reasons people why very low income residents are hungry and homeless in Tippecanoe County; and to encourage support for homeless assistance service providers as well as community service opportunities for students and school service organizations; and

WHEREAS, there are many organizations committed to sheltering and providing supportive services as well as meals and food to the homeless including all of the members of the Homelessness Prevention and Intervention Network; and

WHEREAS the community recognizes that hunger and homelessness continues to be a serious problem for many individuals and families in Tippecanoe County.

Now, Therefore, be it resolved that I, Tony Roswarski, Mayor of the City of Lafayette; and I, John Dennis, Mayor of the City of West Lafayette; and I, Tom Murtaugh, President of the Tippecanoe County Commissioners, do hereby proclaim, November 10-18, 2018 as National Hunger and Homelessness Awareness Week.

Be it further resolved that we encourage all citizens to recognize that many people do not have housing or enough food and need support from citizens, and private/public non-profit service entities.

IN WITNESS WHEREOF, we have here unto set our hand and caused the seal of our offices to be affixed this 13th day of November, Two Thousand Eighteen.

Jennifer Layton thanked the Mayor and the Board for their time and the proclamation today.

Taxi Cab Permit

Deputy Police Chief, Brad Bishop, presented to the Board and recommended approval of a taxi cab permit for Dominic Berndt. Mrs. Murray moved for approval. Mr. Childress seconded. Passed.

DEPARTMENTAL UPDATE

Facilities

Mike Roush, Facilities Manager, gave the following update:

“Currently in the Facilities Dept., there are 7 employees. There are 5 custodians and 2 maintenance technicians.

Facilities Mission Statement

The mission of the Facilities Department is to support the City by operating and maintaining our physical facilities operations in the most cost effective and efficient manner possible. Facilities views each department as a valued customer, and are committed to providing a safe, friendly and comfortable environment. We accomplish this through our dedicated, professional, and responsible team members.

Custodial functions - perform general cleaning, security, ambassadors at City Hall, minor maintenance, snow removal, and act as receiving clerks. approx. 120,000 square feet, the industry standard is around 19,000 square feet per employee for the type of cleaning we perform.

Maintenance Technicians functions - perform repairs, pre-emptive diagnostics maintenance and replacement of several types of electrical, mechanical, pneumatic, hydraulic, HVAC, and plumbing systems. Responsible for 19 city facilities.

The department has continued to adapt and change. Our employees continue to work at a high level and have taken ownership of their jobs. Amazing what happens when good employees, given the direction can do when given responsibility and confidence can do. I'm very proud of the folks in this dept.

Our department goals are still the same as they have been that they have been for the last six years. This is a continuous process for us.

- A) Improve employee performance and work quality.**
- B) Increase customer satisfaction.**
- C) Improve response time to a customer work order.**
- D) Improve employee morale.**

Our response time to a work order in 24 hours and most of the time the same day.

On average we handle 3100 work orders a year.

Our custodians each handle 20,000 sq. feet

1) Important projects completed in the last couple of years.

- A) New HVAC unit in fire station 6
- B) Installation new controls throughout City Hall
 - new exhaust unit for police evidence room
 - new air conditioner unit for the City Server room.
 - now that City Hall, Depot, and Long Center all have new controls they will all be able to be connected to the same IP address and can be access by phone. Fix and correct by phone
 - **Commend Jason Pierce for his expertise and handling and overseeing of the installation of the controls.**

- C) On the Long Center,
 - oversaw new guttering installed,
 - repair of north wall (tuck pointing and sealant) to stop decades old leak.
 - In addition to the leaks in the north wall, there was also a significant leak over the stage in the brick smoke house, which was causing debris to fall to the stage.

- D) Remodeling of Police dept., and HR Dept. in a cost efficient manner.

G) The number of projects completed are many, but I believe they are best at doing what they do every day. They are in very visible positions and what they do impacts so many different City Dept. I have never received anything but compliments regarding their work performance and conduct. I am very proud of our employees.

New Organization

I would like to speak briefly about the reorganization of the Facilities Dept. Our dept. lost its Dept head back in 2009 and the dept. was assigned to the Street Dept. at the time. The position has not been filled since that time which has saved the City money. In that time been we've been able to hire and develop new employees. We are very fortunate to have great employees. The need for the dept. to have a full time dept. head has come, with the growth and future growth of the City, along with the increased responsibilities of the dept. The Dept. will have a new Dept. head as well as an increase of two additional employees. There will be an increase of one maintenance tech and one custodian, who will be responsible for the cleaning maintenance of Fire Station 1 and the Fire Training Center.

I'd like to also introduce Jason Pierce, who will be the new Facilities Director starting January 1st.

I like to end by saying I am very honored to have been able to work with the Facilities dept. I didn't know it at the time but it was a blessing being assigned the position. Being new to the City the position allowed me to get to know the inner workings of the City as well as being able to meet and work with all of the other Dept. heads. That I may not of otherwise have had.

Lastly I have to thank the Mayor and Dan Crowell for giving me the freedom to make decisions and changes I thought best to make the dept. efficient. Although I did make a few missteps at times they maintained their confidence in me and I truly appreciate that."

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Mayor Roswarski thanked Mr. Roush for taking on double duty during the absence of a Facilities Director.

Time: 9:22 a.m.

BOARD OF PUBLIC WORKS AND SAFETY

Gary Henriott s/s

President

ATTEST: Mindy Miller s/s

Mindy Miller, 1st Deputy Clerk

Minutes written by Mindy Miller, 1st Deputy Clerk

*A digital audio recording of this meeting is available in the Lafayette City Clerk's Office or online at

<http://www.lafayette.in.gov/agendacenter>.

**A list of all permits issued for the preceding week is available at

<http://www.lafayette.in.gov/DocumentCenter/Index/375>